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MEMORANDUM FOR:

FROM:

SUBJECT: Furniture Committee Status, Modular Furniture Meeting
HOME, 12 June 1985 (Reference OL 2027-85)

1. On 12 June 1985, HOME/OL, held a meeting to discuss the difficulties being experienced during the design process in response to an Agency component's request for procurement of modular furniture. The present procedure for procuring furniture was developed by the Furniture Committee (reference OL 2027-85). This procedure identified a Quality Products List (QPL), made up of three Agency approved brands for work surfaces. Though the three brands are similar in modularity, the sizes vary enough that the planning of the office space becomes extremely time consuming. This is magnified by the increased volume of requests being made.

2. In lieu of this, it is recommended that HOME/OL take the appropriate action to select one of the three brands on the QPL to be the Agency supplier of modular furniture. The selection of one brand of work surfaces and the maintaining of a storage facility would lead to the following advantages:

- a. Size and style selection would be reduced, simplifying the design process.
- b. Reconfiguration would be simplified using a uniform product.
- c. The capability of storage would ensure a quick turn-around time.
- d. Enable better coordination of the furniture installation.

3. HOME/OL established the following criteria to satisfy the furniture needs of the Agency:

- a. Be able to supply the sizes required by the specifications.
- b. Be able to stock items in a storage facility to ensure a maximum of thirty days turn-around time (the furniture must be assembled before delivery).
- c. Be able to guarantee the consistency of the product line.
- d. Be able to guarantee reliability, quality, and performance of the furniture as defined in the product specification developed by HOME/OL.
- e. Guarantee prices for a specified period of time.

4. In addition to these recommendations, the occupancy of the new building (approximately 4000 work stations) in 1987 would be more efficient and less labor intensive by installing new uniform furniture.

5. If you need further assistance, please call me on

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Chairperson, Furniture Committee